

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	SYSTEM / ZONE / DEPARTMENT	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

GAS SERVICES ON THIS SHEET AND PIPE SIZES	PIPELINE DRAWING AND TERMINAL UNIT SCHEDULE REF	AUTHORISED PERSON (MGPS) AND COMPETEN...
TEST PRESSURES, DURATIONS AND ACCEPTANCE VALUES SPECIFIED	QUALITY CONTROLLER (MGPS) — NAME	AREA VALVE SERVICE UNIT POSITIONS (DR...

3. Materials and installation

HOLD POINT

Pipe and fittings of the medical-gas grade the specification names, delivered degreased, capped and labelled, and stored capped — any pipe found uncapped is rejected	HTM 02-01 · Spec
Every joint brazed under an inert-gas shield by a person holding the brazing qualification the specification names — certificate reference recorded; no flux-brazed or compression joint on the pipeline	HTM 02-01
Pipework supported at the spacing the specification states with the specified clips, separated from other services, and identified with the gas name and colour to HTM 02-01 and BS 1710 at the specified intervals	HTM 02-01 · BS 1710
Terminal units and area valve service units at the drawing positions and heights, of the gas-specific type on the schedule; every terminal unit's gas identity checked against the drawing before the wall closes	HTM 02-01 · Drawing
BRAZER QUALIFICATION REF	TERMINAL UNITS FITTED / ON SCHEDULE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE		

4. Tests before concealment — witnessed by the AP

HOLD POINT

System pressure test at the pressure and for the duration in section 2 with every joint visible; pressure drop within the acceptance value; readings recorded	HTM 02-01					
Cross-connection test — every terminal unit proved to be connected to its own gas and no other, with every other gas system depressurised; result recorded per terminal unit	HTM 02-01					
Anti-confusion and mechanical function of every terminal unit proved with the gas-specific probe; the AP witnesses and signs before any wall, ceiling or riser closes	HTM 02-01					
PRESSURE TEST — PRESSURE / DURATION / DROP	CROSS-CONNECTION TEST — UNITS PROVED / TOTAL	AP WITNESS (NAME / DATE)				
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE		

5. Commissioning — flow, pressure and alarms

WITNESS

- Flow and pressure drop at every terminal unit measured at the design flow and within the acceptance values in section 2; recorded per unit
- HTM 02-01
- Plant, manifolds, pressure regulators, pressure relief and alarm panels commissioned to the specification — every alarm condition raised and seen at the central and area alarm panels
- HTM 02-01 · TDS
- System purged with the test gas and particulate test passed at every terminal unit — filter result recorded
- HTM 02-01

WORST FLOW / PRESSURE DROP RESULT / UNIT

ALARM CONDITIONS PROVED (LIST)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

DATE

6. Quality tests and AP acceptance — before any use

HOLD POINT

- Gas identity and purity tested at every terminal unit by the Quality Controller named in section 2 — results recorded per gas and within the acceptance limits; the QC signs
- HTM 02-01
- The Authorised Person's certificate of acceptance signed for this system before any terminal unit is brought into use; the labelling of every terminal unit and AVSU final
- HTM 02-01

QC TEST RESULTS REF / DATE

AP ACCEPTANCE CERTIFICATE REF / DATE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

7. Handover to the estates department

HOLD POINT

- Test records, the AP's and QC's certificates, the as-installed pipeline drawing, the valve schedule and the operating instructions handed to the estates department; the permit-to-work system for the MGPS started
- HTM 02-01
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Practice

HANDED TO (NAME) / DATE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

8. Records, snagging closed and handover

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Practice
- As-installed drawing for this area marked up and handed to the reviewer within the period the specification states
- Spec
- Every certificate, test record and acceptance referenced on this sheet filed with the handover and O&M record and with the estates department's records, with this sheet
- Spec

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (REFS)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

9 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE...	OK?

10 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

12 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

13 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.